



CPPU USE ONLY	
App #s:	_____
Doc #:	_____
Check #:	_____

## Permit Application Transmittal Form

The Water Permitting and Enforcement Division’s Permit Application consists of this Transmittal Form and permit-specific forms. Application forms are available on the Department of Energy & Environmental Protection website at [Water Discharge Permits and General Permits](#), and additional program information is available by visiting the Division’s website here: [Water Discharges](#). Submit application forms per instructions provided in Part V of this transmittal form.

### Part I: Permit Type and Fee Information

The table below lists the permit types issued by the Water Permitting & Enforcement Division. Select the box or boxes for the permit(s) you are requesting for a specific site. If your project requires multiple permits, submit one Transmittal Form and indicate all applicable permits on that form.

Please check one applicable box below to indicate if the activity is new or has an existing permit.			
<p><b>Tip:</b> Select 'New' if the site does not currently have authorization to discharge under a discharge permit. Select 'Renewal' if the site is a current permittee seeking to renew authorization to continue discharging.</p> <p><input type="checkbox"/> <b>New</b>      <input type="checkbox"/> <b>Renewal</b>      Please provide existing permit number: _____</p> <p>Please note discharges to Federally recognized Indian Lands are not eligible for a discharge permit.</p>			
Permit Type	Application Form	Fee	DEEP USE ONLY
<b>Agriculture NPDES Permits</b>			
<b>Concentrated Animal Feeding Operations (CAFO)</b>			
<input type="checkbox"/> Medium	<a href="#">A</a>	\$250	[#2359]
<input type="checkbox"/> Large	<a href="#">A</a>	\$500	[#2360]
<input type="checkbox"/> Modification (No fee)	<a href="#">A</a>	\$0	[#2361]
<b>Domestic Sewage - Underground Injection Control</b>			
<input type="checkbox"/> Individual Permit for Discharges from Subsurface Sewage Treatment and Disposal Systems (including modifications to an approved individual permit)	<a href="#">B</a>	\$4,975	[#1840]
<input type="checkbox"/> Subsurface Disposal System modification (Note: for minor modifications only – see instructions)	<a href="#">I</a>	\$0	[#2235]
<b>General Permit to Discharge from Subsurface Sewage Disposal Systems</b>			
<input type="checkbox"/> Wastewater Management Plan Submittal for Existing Sites	<a href="#">C</a>	\$0	[#1812]
<b>Existing Site Less Than or Equal to 7500 gpd</b>			
<input type="checkbox"/> Initial Registration	<a href="#">C</a>	\$250	[#2316]
<input type="checkbox"/> Renewal of Registration	<a href="#">C</a>	\$250	[#2317]
<input type="checkbox"/> Modification of Registration	<a href="#">C</a>	\$250	[#2318]

Permit Type	Application Form	Fee	DEEP Use Only
<b>Domestic Sewage - Underground Injection Control (continued)</b>			
<b>Existing Site Greater Than 7500 gpd</b>			
<input type="checkbox"/> Initial Registration	<a href="#">C</a>	\$3,000	[#2319]
<input type="checkbox"/> Modification of Registration	<a href="#">C</a>	\$250	[#2321]
<b>New Site without Proposed Expansion</b>			
<input type="checkbox"/> Initial Registration	<a href="#">C</a>	\$3,000	[#2324]
<input type="checkbox"/> Modification of Registration	<a href="#">C</a>	\$250	[#2325]
<b>New Site with Proposed Expansion</b>			
<input type="checkbox"/> Initial Registration	<a href="#">C</a>	\$6,000	[#2322]
<input type="checkbox"/> Modification of Registration	<a href="#">C</a>	\$250	[#2323]
<b>General Permits for Industrial Surface &amp; Groundwater Discharges</b>			
<b>General Permit for Pesticides in State Waters</b>			
<input type="checkbox"/> Point Source Discharges from the Application of Pesticides	<a href="#">D</a>	\$200	[#1796]
<b>General Permit for Comprehensive Wastewater Discharges to Surface Water and Ground Water</b>			
<input type="checkbox"/> Registration Only (without approval)	<a href="#">E</a>	\$625	[#2182]
<input type="checkbox"/> Registration with Approval	<a href="#">E</a>	\$1,250	[#2183]
<input type="checkbox"/> Modification (No fee)	<a href="#">E</a>	\$0	[#2201]
<b>General Permit for the Discharge of Dewatering and Remediation Wastewater</b>			
<input type="checkbox"/> Registration with Approval	<a href="#">F</a>	\$1,250	[#2189]
<input type="checkbox"/> Notice of Change	<a href="#">F</a>	\$1,000	[#2203]
<b>Industrial NPDES Wastewater Permits (Surface Water Discharges)</b>			
<input type="checkbox"/> Temporary or Emergency Surface Water Discharge	<a href="#">H</a>	\$1,500	[#540/ #541]
<input type="checkbox"/> Temporary Authorization for Application of Pesticides	<a href="#">H</a>	\$200	[#2414]
<input type="checkbox"/> Individual Permit – Manufacturing, Commercial, or other Discharges to Surface Water	<a href="#">J</a>	\$1,300	[#700]
<input type="checkbox"/> Modification of an Individual Surface Water Discharge Permit	<a href="#">J</a>	\$940	[#589]
<input type="checkbox"/> Facility or process modification (Note: for minor modifications only – see instructions)	<a href="#">I</a>	\$0	[#1725]
<input type="checkbox"/> Wastewater treatment system modification (for minor modifications only – see instructions)	<a href="#">I</a>	\$0	[#1724]

Permit Type	Application Form	Fee	DEEP Use Only
<b>Industrial Pretreatment Permits</b>			
<input type="checkbox"/> Temporary or Emergency Discharges to Sanitary Sewer	<a href="#">H</a>	\$1,500	[#550/ #551]
<input type="checkbox"/> Individual Permit for Wastewater Discharges from Manufacturing, Commercial, and Other Discharges to Publicly Owned Treatment Works	<a href="#">J</a>	\$1,300	[#702]
<input type="checkbox"/> Modification of a Permit for Manufacturing, Commercial, and Other Discharges to Publicly Owned Treatment Works	<a href="#">J</a>	\$940	[#602]
<input type="checkbox"/> Facility or process modification (Note: for minor modifications only – see instructions)	<a href="#">I</a>	\$0	[#1723]
<input type="checkbox"/> Wastewater treatment system modification (for minor modifications only – see instructions)	<a href="#">I</a>	\$0	[#1722]
<b>General Pretreatment Permit for Significant Industrial User, Dewatering, and Remediation Discharges (SIU GP)</b>			
<input type="checkbox"/> Metal Finishing Wastewater discharges maximum daily flow greater than or equal to 10,000 gpd with or without other authorized discharges	<a href="#">G</a>	\$6,250	[#2276]
<input type="checkbox"/> Metal Finishing Wastewater discharges maximum daily flow less than 10,000 gpd with or without other authorized Wastewater discharges	<a href="#">G</a>	\$3,125	[#2275]
<input type="checkbox"/> Dewatering and/or Remediation Wastewater discharges	<a href="#">G</a>	\$1,250	[#2545]
<input type="checkbox"/> Other Non-Categorical Process or Non-Process Wastewater discharges	<a href="#">G</a>	\$1,000	[#2277]
<input type="checkbox"/> Notice of Change	<a href="#">G</a>	\$1,000	[#2546]
<b>Stormwater Permits</b>			
<input type="checkbox"/> General Permit Registration for Commercial Activity	<a href="#">K</a>	\$625	[#526]
<input type="checkbox"/> General Permit Registration for Small Municipal Separate Storm Sewer Systems (MS4)	<a href="#">L</a>	\$625	[#513]
<b>UIC (Subsurface Treatment System Permits)</b>			
<input type="checkbox"/> Individual Permit for Discharges to Groundwater	<a href="#">J</a>	\$1,300	[#701]
<input type="checkbox"/> Modification of Individual Permit for Discharges to Groundwater	<a href="#">J</a>	\$940	[#715]
<input type="checkbox"/> Subsurface treatment system modification (Note: For minor modifications only – see instructions)	<a href="#">I</a>	\$0	[#2235]
<input type="checkbox"/> Temporary or Emergency Groundwater Discharge	<a href="#">H</a>	\$1,500	[#547/ #1041]
<b>Total</b>			

**Application Fee(s):** In addition to applicable boxes above, check here if your application is:

- Eligible for a 50% discount (Municipalities)
- Subject site is identified as a brownfield as defined in Conn. Gen. Stat. section 32-760 and the subject activity is associated with cleanup of the site, then any application fees in this application are waived, in accordance with Conn. Gen. Stat. section 22a-6(k).
- Eligible for a single-family residence waiver of fees
- A submission by a state agency, therefore the fee will be paid by Inter-Agency Transfer of Funds.

## Part II: Project and Site Information

### 1. Project: Provide a brief description of the site and the related activity or project.

**Tip:** Clearly describe the main purpose or function of the project (for example, "Installation of rooftop solar panels," "High school renovation project," or "Metal finishing operation with discharge to surface water"). Include enough detail to identify the type of work or process occurring at the site. Use concise, plain language—limit the description to one or two sentences. Avoid using internal project codes or overly technical terms unless they are commonly recognized:

### 2. Site Name and Location.

**Tip:** Enter the name by which the site is commonly known or uniquely identified. Use the official or most widely recognized name for the site (for example, "Central Warehouse," "Riverside Plant," or "Main Office"). If the site does not have a formal name, provide a brief descriptive name that clearly distinguishes it from other locations (for example, "North Distribution Center" or "Temporary Storage Lot"). Avoid using abbreviations or codes unless they are the standard way the site is identified within your organization.

Name of Site: \_\_\_\_\_

Address of Site: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Part III: Applicant Information

- If an applicant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, they must be registered with the Secretary of State. If applicable, the applicant's name shall be stated **exactly** as it is registered with the Secretary of State. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at the Secretary of State's database ([onlineBusinessSearch \(ct.gov\)](http://onlineBusinessSearch.ct.gov)).
- If an applicant is an individual, provide the legal name (including suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.).
- If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Innovative Partnerships and Planning at [DEEP.OPPD@ct.gov](mailto:DEEP.OPPD@ct.gov). For any other changes, contact the specific program from which you hold a current DEEP permit or license.
- Applicant Email is **Required**. By providing this e-mail address you agree to receive official correspondence from DEEP, at this electronic address concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, to continue to receive communication and updates from the Department, you are responsible to notify DEEP of any changes.

### 1. Applicant/Registrant\* Information

**Tip:** The Registrant is the responsible party for the permit. This information must match the information provided on the transmittal form.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Part III: Applicant Information (continued)

### 2. Applicant Type (check one):

- individual       federal agency       state agency       municipality       tribal  
 business entity (if a business entity, complete below):

2.1 Provide Secretary of the State business ID #: \_\_\_\_\_

**Tip:** This information can be accessed at *the Secretary of State's database* ([onlineBusinessSearch \(ct.gov\)](http://onlineBusinessSearch.ct.gov)).

2.2  check here if your business is **NOT** registered with the Secretary of State's Office.

### 3. List billing contact, if different than the applicant:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Ext.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 4. Primary contact for departmental correspondence (including an email confirmation receipt from the Central Permit Processing Unit)

**Tip:** The primary contact is an individual who oversees permit compliance at the site.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Ext.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 5. Facility Owner, if different than applicant:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Ext.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Part IV: Application Certification

The applicant or individual responsible for preparing the application must sign this section. An application will be considered insufficient unless all required signatures are provided.

"I have personally examined and am familiar with the information submitted in this application and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the Connecticut General Statutes, pursuant to section 53a-157b of the Connecticut General Statutes, and in accordance with any other applicable statute. I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text."

\_\_\_\_\_  
First and Last Name of Certifier

\_\_\_\_\_  
Date (MM/DD/YEAR)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

## Part V: Application Submission

Instructions for submitting the application and supporting documents to DEEP:

1. **Once the Transmittal Form and all relevant Attachments have been completed**, submit an email with this completed License Application Transmittal Form to [DEEP.Centralpermits@ct.gov](mailto:DEEP.Centralpermits@ct.gov). The Program Application will be submitted electronically, after Step 3, below. Keep an electronic copy of this Transmittal.
2. After the Transmittal Form is received by the Central Permit Processing Unit and entered in the system, payment instructions for the E-Payment portal will be emailed to the **Billing Contact** listed in Part III, #3, of this transmittal form
3. Upon receipt of the Transmittal Form and fee, DEEP- Central Permits will e-mail a confirmation receipt letter to the Primary Contact (listed in Part III #4, of this transmittal form) containing the DEEP assigned application number and upload instructions for the WPED File Transfer Protocol (FTP) website. Follow directions contained in the email for uploading the application sections. Confirmation email should arrive within 1-2 days of payment receipt.

Please note, the application will not be considered complete until a PDF copy of the Application with all relevant attachments are uploaded to the WPED FTP website. The official Date of Receipt of the application will be the date the electronic version of all application materials are uploaded to the WPED FTP website. If the application is not uploaded within ten business days of the CPPU confirmation of receipt letter date, the file will be closed. **DO NOT submit the Transmittal Form until the Application and Attachments are complete and ready for submission.**

**If you are not capable of submitting the application electronically or if you have other questions or concerns regarding application submittals, please contact WPED staff at 860-424-3025 or [DEEP.WaterPermittingEnforcement@ct.gov](mailto:DEEP.WaterPermittingEnforcement@ct.gov).**